

**CITY OF HOUSTON**  
**HUMAN RESOURCES**  
**RECORDS ADMINISTRATION**

**Log Out Request for Personnel Records**

Date: \_\_\_\_\_

**RECORD(S) to be logged out**

**SS#**

**Employee#**

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**REASON FOR REQUEST** \_\_\_\_\_

**REQUESTER** \_\_\_\_\_

**Print Name**

\_\_\_\_\_  
**Requester Title**

\_\_\_\_\_  
**Requester Signature**

\_\_\_\_\_  
**Requester Division**

\_\_\_\_\_  
**Requester Phone #**

**RECORDS REPRESENTATIVE** \_\_\_\_\_

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**INFORMATION FOR ARCHIVED RECORDS:**

**Name**

**O/S Yr.**

**City Box #**

**Archive Location #**

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